

1. Call To Order / Approve Agenda

A. 1. HPC Agenda

Documents:

[1. HPC AGENDA.PDF](#)

2. Minutes

A. 2A. Minutes Of 10-15-18 Meeting

Documents:

[2A. MINUTES FOR 10-15-18 MEETING.PDF](#)

3. General Heritage Preservation Items

4. Design Reviews

5. Items Of Discussion

A. 5A. Downtown Master Plan

Documents:

[5A. DOWNTOWN MASTER PLAN.PDF](#)

B. 5B. By-Laws Review

Documents:

[5B. BY-LAWS REVIEW.PDF](#)

6. Adjourn



## Heritage Preservation Commission Meeting Agenda

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**DATE:** Monday, November 19, 2018  
**TIME:** 6:30 PM  
**PLACE:** 1<sup>st</sup> Floor Public Meeting Room, City Hall, 208 NW First Avenue, Faribault, Minnesota

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- 1. Call to Order / Approve Agenda**
- 2. Minutes**
  - A. Minutes of October 15, 2018 Regular HPC Meeting
- 3. General Heritage Preservation Items**
  - A. Citizen Comment Period
- 4. Design Reviews**
  - A. None
- 5. Items of Discussion**
  - A. Downtown Master Plan
  - B. By-Laws Review
- 6. Adjourn**

*Please contact the Community Development Department at 507-334-0100  
If you need special accommodations related to a disability to attend this meeting  
OR  
IF YOU ARE UNABLE TO ATTEND THE MEETING*

**Heritage Preservation Commission  
Meeting Minutes**

Monday, October 15, 2018

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**1. Call to Order**

Keilen called the meeting to order at 6:32 p.m. in the First Floor Public Meeting Room, City Hall, 208 NW First Avenue, Faribault, Minnesota.

**Members Present:** Lyn Rein, Lee Nordmeyer, Karl Vohs, Ron Dwyer and Julie Schiffer

**Members Absent:** Roni Deschamp and Peggy Keilen

**Staff Present:** Kim Clausen, Community Development Coordinator; Mark Duchene, City Engineer

**Others Present:** Tom Moline, Representative for 429 Central Avenue

**2. Minutes**

A. Regular HPC Meeting – August 20, 2018

A motion was made by Vohs and seconded by Nordmeyer to approve the August 20, 2018 regular meeting minutes as presented. The motion passed unanimously.

**3. General Heritage Preservation Items**

A. Citizen Comment Period – No members of the public spoke, but Vohs noted he would like to discuss HPC Commissioner residency requirements at the next meeting. Staff will bring the By-Laws to the November meeting for review.

**4. Design Reviews**

A. Buckham Memorial Library Downtown Storywalk

Clausen presented information on the proposed downtown storywalk, which is an exhibit that contains pages from a book spread along a trail or path. The pages will be displayed in powder coated black angle frames with aluminum posts and plates, and bolted to the sidewalk. Duchene noted the storyboards would be located outside the pedestrian access route. The HPC was generally supportive of the project and made the following comments:

- Cautioned against putting too much on the sidewalks. During events the sidewalks get congested, need to be careful about obstructing access. Displays should be located outside the site triangle at intersections.
- Snow removal should be considered; plows have knocked over the bike racks downtown, need to minimize damage to infrastructure.

No action was necessary.

B. 429 Central Ave – Façade Renovations

Tom Moline, on behalf of 429 Central Avenue, presented a proposal to remove the existing aluminum panels on the west and north sides of the building, and replace them with new LP SmartSide Stucco Panel siding. The panels are proposed to be painted to look like the window storefront on the west side of the building. Moline noted the existing aluminum panels have popcorn insulation and are suffering from moisture infiltration. Behind the existing panels is wood frame construction with carsiding. The windows on the south side of the awning

have fake transoms using painted siding. Moline noted it would be cost prohibitive, at \$20,000 per window, for tempered glass with a custom mounting system. Dwyer noted that other downtown property owners have done similar remodels for considerably less. Rein noted that in other buildings ceramic 1' x 2' or 1' x 1' ceramic tiles have been approved in place of marble in order to reduce expenses. Dwyer added that 2 cm slabs of granite could also be used.

Commissioners agreed that the window on the west side should be opened back into a window for continuity and consistency of the storefront.

A motion was made by Dwyer and seconded by Vohs to require the property owner to further investigate restoring the west aluminum paneled area back into a storefront window consistent with the adjacent existing storefront window, including the bulkhead and transom windows. No work is to be done on the north storefront. The motion passed unanimously.

C. 17 3<sup>rd</sup> St NE – Demolition Permit

Staff presented the request to demolish the former Knights of Columbus building at 17 3<sup>rd</sup> Street NE in order to construct a new parking lot. According to the Site File, the building is contributing to the local historic district. However, Commissioners stated the building is incongruent with the rest of the block and incompatible with surrounding buildings. They noted they typically don't like to approve building demolitions, but there are better examples of post-modern architecture elsewhere in the district. Dwyer stated that the City would lose the tax base from this building demolition. He asked if trees could be added to the parking lot. Duchene said green space could be added to the lot.

A motion was made by Dwyer and seconded by Schiffer to approve the demolition of the former Knights of Columbus building at 17 3<sup>rd</sup> Street NE. The motion passed unanimously.

**5. Items of Discussion**

A. 2018 Annual Statewide Historic Preservation Conference Update

Staff presented information on the Annual Statewide Historic Preservation Conference in Winona from September 12-14.

**6. Adjourn**

A motion was made by Dwyer and seconded by Nordmeyer to adjourn the meeting at 7:44 p.m. The motion passed unanimously.

Respectfully Submitted,

\_\_\_\_\_  
Kim Clausen  
Community Development Coordinator

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Peggy Keilen, Chairperson



**TO:** Faribault Heritage Preservation Commission

**FROM:** Kim Clausen, Community Development Coordinator

**MEETING DATE:** November 19, 2018

**SUBJECT:** Downtown Master Plan

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For the last several months the Downtown Master Plan Committee has been meeting as a component of the Comprehensive Plan update. They are finalizing their work and are seeking feedback from various community stakeholders.

David Wanberg, City Planner, will attend the November HPC meeting to provide an overview of the Committee work to date and to answer questions and solicit feedback from the HPC regarding the draft work of the Committee.



**TO:** Heritage Preservation Commission  
**FROM:** Kim Clausen, Community Development Coordinator  
**MEETING DATE:** November 19, 2018  
**SUBJECT:** By-laws Review

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**PURPOSE:**

The purpose of this memorandum is to review the HPC By-laws for any necessary changes.

**DISCUSSION:**

The HPC is required to regularly review its By-laws to determine if it is still operating in accordance with the By-laws or amendments need to be made. One area Commissioners have requested to review are the residency requirements for the board. Currently there are no requirements for Commissioners to reside in the City. Two Commissioners currently do not live within City limits. There may be other sections of the By-laws that Commissioners want to review for changes.

**REQUESTED ACTION:**

The Heritage Preservation Commission is asked to review their By-laws and discuss any proposed amendments.

Faribault Heritage Preservation Commission  
**BYLAWS**

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Section 1. Annual Meeting

The annual meeting of the Heritage Preservation Commission shall be the first regular meeting in the month of February of each year. Such meeting shall allow for the election of officers for the ensuing year and such other business as shall be scheduled by the Heritage Preservation Commission.

Section 2. Regular Meetings

Regular meetings of the Heritage Preservation Commission shall be held at the City Hall at 6:30 P.M. on the third Monday of each month. At such meetings the Commission shall consider all matters properly brought before the Commission. Notice of meetings to each member need only be in the form of the Agenda for said meeting. A regular meeting may be cancelled or rescheduled by the Commission at a prior meeting.

Section 3. Special Meetings

The chairman or five members of the Commission may call a special meeting. Such meetings shall be called with a seventy-two hour notice to all Commission members and members of the news media.

Published notice in the official newspaper shall also be given; notices shall also be posted on the City Hall Bulletin Board. Either or both notices shall specify: (1) items to be considered at the meeting, and (2) the date, time and place of meeting. Special meetings shall be held in City Hall unless the Commission has determined that other facilities are to be used.

Section 4. Quorum

At any meeting of the Heritage Preservation Commission, a quorum shall consist of a simple majority of members of the Commission, based on a commission size of seven members. No action shall be taken in the absence of a quorum, except to adjourn the meeting to a subsequent date.

Section 5. Voting

At all meetings of the Heritage Preservation Commission, each member attending shall be entitled to cast one vote. Voting shall be by voice. In the event that any member of the Heritage Preservation Commission shall feel that he has a conflict of interest in any matter that is on the agenda, he shall voluntarily excuse himself, vacate his seat, and refrain from discussing and voting on said

item as a Heritage Preservation Commissioner. The secretary shall record in the minutes that no vote was cast by such member. The affirmative vote of a simple majority of members of the commission as provided in Section 4 shall be necessary for the adoption of any Resolution or other voting matter.

Section 6. Proceedings

- a. At any regular meeting of the Heritage Preservation Commission the following shall be the order of business. (1) Call to Order; (2) Minutes of Previous Meeting; (3) General Heritage Preservation Items; (4) Designs Reviews; (5) Adjourn.
- b. Each formal action of the Heritage Preservation Commission required by law, city charter or ordinances shall be embodied in a formal Resolution duly entered in full in the Minute Book after an affirmative vote as provided in Section 5.

Section 7. Rules of Procedure

All meetings of the Heritage Preservation Commission shall be conducted in accordance with Robert's Rules of Order.

Section 8. Officers

The officer of the Heritage Preservation Commission shall consist of a Chairman and Vice-Chairman elected by the commission at the annual meeting for a term of one year. The Director of Community Development or designated staff liaison shall be the Secretary of the Commission. In the absence of the Secretary, the presiding officer shall designate an acting Secretary. No member may serve more than two full consecutive terms as chairman.

Section 9. Duties of Officers

The duties and powers of the officers of the Heritage Preservation Commission shall be as follows:

- a. Chairman:
  1. To preside at all meetings.
  2. To call special meetings in accordance with these By-Laws.
  3. To sign all documents of the Commission.
  4. To see that all actions are properly taken.
- b. Vice Chairman:
  1. During the absence, disability or disqualification of the Chairman, the Vice Chairman shall exercise or perform all the duties and be subject to all the responsibilities of the Chairman.



c. Secretary

1. To keep minutes of all meetings, in an appropriate minute book.
2. To give or serve all notices require by law or by these By-Laws.
3. To prepare the agend a for all meetings.
4. To be custodian of all records.
5. To handle funds allocated to the Commission.
6. To sign official documents of the Commission.

Section 10. Committees

The Heritage Preservation Com mission may establish standing committees for a term of one (1) year. After the term of one year, a committee may be established upon review. Also Ad Hoc Committees may be established to address and study various issues.

Section 11. Attendance

Each member of the Heritage Preservation Commission who has knowledge of the fact that he will not be able to attend a scheduled m eeting of the Commission shall notify the Community Development Department at City Hall at the earliest possible opportunity and, in any event, prior to 4:30 p.m. on the day of the meeting. The Director of Community Development or staff liaison shall notify the chairman in the event that the projected absences will produce a lack of quorum.

Section 12. Vacancies

Should any vacancy occur among the members of this Heritage Preservation Commission by any reason of death, resignation, disability or otherwise, immediate notice thereof shall be give to the City Administrator by the Secretary along with a recommended replacement to the vacancy. It is desired by the Heritage Preservation Commission that the new commission member have interest or knowledge in architectural design or a construction professional that has experience in the field of historic preservation. Should any vacancy occur among officers of the Commission, the vacant office should be filled in accordance with Section 8 of these By-Laws, such officer to serve the unexpired term of the office in which such vacancy shall occur.

Section 13. City Code Recognized

Chapter 30 of the Faribault Code of Ordinances establishing this Heritage Preservation Commission and all other chapters referring to this Commission are hereby recognized and are to be complied with.

Section 14. Amending By-Laws

These By-Laws may be amended at any meeting of the Heritage P reservation Commission provided that notice of said proposed amendment is given to each

member in writing at least five days prior to said meeting.

These By-Laws shall take effect upon adoption and all prior rules and By-Laws are rescinded.

Adopted this 26<sup>th</sup> day of August 1981.

Amended this 15<sup>th</sup> day of July 2003

Amended this 20<sup>th</sup> day of November 2007

Amended this 15<sup>th</sup> day of July 2008

Amended this 16<sup>th</sup> day of March 2010